

**OFA Diversity Council  
Minutes of Meeting  
January 31, 2002**

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**Attendees:** Stewart Remer, Terri Bell, Michelle T. Moore, David Murdock, Joanne Kemper, Randy Kremkau for Zane Schauer, Rhonda Lawrence, Jim Faulkner for Barbara Marshall-Bailey, Mary Ann Young for Arlene Porter, Victoria Kruk, Stan Lum and R. J. Dominic.

Video/Audio Conference: Barbara Booker Williams, Kelly Sandy, Harry Sawisch, Susan Cuff, Sheryl Thomasson, Lois Arford, Mary Taylor-Drake, Anita Holley for Shirley Driver-Kinchen

**Opening:** Stu Remer opened the meeting.

**Minutes:** Stu Remer asked if anyone had any changes to the minutes of the October 10 meeting – there were no comments and the minutes were approved.

**SFA:** Stu mentioned that the survey was being conducted and that the last day to take it was February 15. He told the members that so far OFA had 39% participation as of COB January 30 and that 78% of OFA had taken the survey in 1998.

Stu mentioned that the survey will provide future activities for the Council.

**AWS:** Stu began the discussion on the revised draft AWS plan by stating that he hoped everyone had a chance to review the draft and that the draft could be finalized. After reviewing elements of the plan, it was decided that the draft plan still needed work. He asked Susan Cuff and Victoria Kruk to incorporate the Council's comments and condense the plan further and incorporate all plans into maxiflex. It was decided that the compressed schedule was to be mirrored in the maxiflex plan.

Stu asked that the plan not wait for the next Council meeting. Susan and Victoria are to rewrite the plan and forward to members for their review.

**Telecenters:** Stu Remer stated that each FMC will fund \$100 per month to participate in this activity which will cover one day/week. Human Resources is currently funding one telecenter.

## **Action Team Reports:**

### **Customer Service Action Team** – Chair: Bud Sawisch

Members had been provided a web address for the draft customer survey and one comment was received by Victoria. She will forward that comment to Stan Lum. Stan reported that it was completed and ready for use.

It was suggested that the survey not be used until a list of HR services is developed using ABC/M and can, in some way, be incorporated into the survey.

There was a concern that the survey won't be used properly. Stu mentioned that customer service was one of the Bottom 10 issues on the '98 SFA and that he thought it would probably be an issue on the current SFA. It was suggested that a valid pretest be done to assure that questions on the survey would be understood as intended. Then we could analyze the results of the pretest to make sure that we are getting what we expect from the survey. Possibly a lab could be set up with out loud thinking. Census had used this process and we could possibly check with them on how it worked and the benefits derived from the process.

### **Communications Action Team** – Chair: Barry Meyer

Barry wasn't able to attend the meeting. He will be providing a report.

### **Consistency Action Team** – Chair: R J Dominic

The AWS discussion covered the Team's report.

### **Career Development Action Team** – Chair: Mary T. Drake

This Team will meet next week to work on an upward mobility program for OFA. They had been working on a Leadership Competencies Development Program (LCDP), however, it had been taken over by events and consolidated into the NOAA-wide LCDP.

**Closing:** Stu said that he appreciated the efforts of the Council. The meeting was then closed.

**Next Meeting:** No meeting has been scheduled. Stu asked Victoria to make sure that the Council continues its efforts and that his replacement would be involved when appointed.

**Action Items:** (1) Susan Cuff and Victoria Kruk are to revamp the draft AWS plan and submit it to members.